


SITE SAFETY COORDINATION PLAN

Name of principal contractor: 	Phone number: <div style="text-align: center; font-size: 1.2em;">0407 536 562</div>
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PEOPLE WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES

Name	Position	Phone no.	Brief description of OHS responsibilities
Con Nassis	Site Supervisor	0407 536 562	Overall OHS management Prepare, monitor and make available the H&S coordination plan Ensure company signage posted Ensure all contractors and visitors receive site safety information Consult with employees & contractors on OHS matters that may affect them Receive and review SWMS from subcontractors Ensure that all persons kept informed of safety issues related to this site When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS
All subcontractors			Provide SWMS Ensure that all their employees are trained in SWMS Ensure that work is done in accordance with SWMS.
Chris Nassis	First Aider	0400 807 076	Provide first aid assistance if needed, ensure first aid kit is kept well stocked

ARRANGEMENTS FOR COORDINATING THE HEALTH AND SAFETY OF THE PROJECT

Sub-contractors are expected and invited to participate in consultation with Nassis Developments OHS representative, Site Manager and with any other person whose welfare may be affected by our site works. OHS consultation between all parties is expected to occur on a regular basis on topics relating to Health & Safety on the work site. It is our intention with your assistance to constantly improve the Health & Safety of all parties on and affected by our site.

Item	Responsible person
Identify site safety needs and establish site Ensure company signage posted. Prepare, monitor, maintain and make available the OHS coordination plan Consult with employees & subcontractors on OHS matters that may affect them Ensure all contractors and visitors receive site safety information Confirm subcontractors give site safety briefings to their workers Receive and review SWMS from sub-contractors Conduct weekly site inspections When present on site inspect the site and ensure that work is being done by subcontractors in accordance with SWMS Supply and maintain the site first aid kit When off-site, ensure OHS information is passed on by ALL SUBCONTRACTORS. Otherwise ensure alternative communication means are arranged with each subcontractor eg fax, email, SMS	Con Nassis 0407 536 562
Provide site specific SWMS, ensure that SWMS is modified if controls are not adequate Ensure that work is done in accordance with SWMS Consult with their employees on OHS matters that may affect them Ensure employees have construction induction training and that site safety briefings given to employees before starting work	All Subcontractors

ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY INCIDENTS

IN CASE OF INJURY OR SIMILAR EMERGENCIES DIAL 000

WHEN YOU MAKE AN EMERGENCY CALL STATE

WHERE emergency is WHAT has happened WHAT is being done WHO is calling

WAIT to be told what to do

Item	Responsible person
Provide first aid assistance if needed, ensure first aid kit is kept well stocked Maintain site register of injuries book and investigate incidents Ensure that details of nearest medical and other facilities are recorded at the site Ensure that all subcontractors are aware of incident response procedures Make calls to WorkSafe for notifiable incidents and ensure scene of incidents are preserved	Chris Nassis 0400 807 076
Report any incidents immediately to Site Supervisor	All Subcontractors

